

# QUEST FOR RECORDS RETENTION SCHEDULE Submitted to the Records Management Division Hall of Records Commission

SCHEDULE NO. 200

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1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF ENVIRONMENTAL HYGIENE  
DIVISION OF BEDDING AND UPHOLSTERING

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. LEGISLATIVE FILE

Quantity: 1 drawer  
Dates: 1943 - -  
File Arrangement: Chronological  
Annual Accumulation: 4 linear inches

The Chief of this Division acts as legal adviser to the Department of Health. In this capacity he handles legislative matters. The file contains correspondence, recommendations, and copies of proposed and enacted bills.

RECOMMENDATION: RETAIN FOR TEN YEARS, AND THEN DESTROY.

2. LEGAL FILE

Quantity: 1 drawer  
Dates: 1920 - -  
File Arrangement: By subject  
Annual Accumulation: less than 1 inch

In his capacity as legal adviser to the Department, the Chief of this Division has accumulated one drawer of opinions, correspondence, requests, etc., all concerned with legal matters of the Department.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

012/1/55  
12/8/55

Agency, Division or Bureau Representative

Clemens W. Garcia

Signature

Chief Burdett

Title

12/1/55

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/8/55

Date

Morris S. Radloff

Archivist

DEC 13 1955

Date

J. Melusson

Secretary

EST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

3. AUDIT FILE

Quantity:  $\frac{1}{2}$  drawer  
Dates: 1953 - -  
File Arrangement: Alphabetical  
Annual Accumulation: less than  $\frac{1}{2}$  drawer  
Audited by: State

Chapter 767, Acts of 1953, provided that manufacturers could at their option report the number of articles shipped to Maryland for sale and make payment on the basis of the number so shipped rather than attach stamps to the article. The reports received under the provisions of this law are necessary for audit purposes. Payments are entered in a daily journal and summarized in a monthly ledger. The recommendation below applies only to the reports.

RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. CORRESPONDENCE

Quantity: 8 drawers (12 cubic feet)  
Dates: 1924 - -  
File Arrangement: Alphabetical by subject or correspondent  
Annual Accumulation: less than  $\frac{1}{2}$  cubic foot

Correspondence concerned with the functions of the office; it is with State, local, Federal and other state agencies, manufacturers, processors, retailers, purchasers of bedding and upholstering, etc. The Division has been in the habit of destroying useless material after five years retention.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. LABORATORY REPORTS

Form No.: L.A. 7  
Size: 5" x 8"  
Dates: 1931 - -  
Quantity: 1 drawer  
File Arrangement: Numerical  
Index: Alphabetical by name of company

APPROVED BY  
BOARD OF PUBLIC WORKS  
DEC 13 1955

*[Signature]*  
Secretary

The Division tests materials contained in bedding and upholstering to see that they meet standards established by law (Art. 43, Sec. 64, Annotated Code of 1951). The Division also tests material for

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TEST FOR RECORDS RETENTION RULE  
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4. Item 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period

6. Recommendation of Hall of Records and Board of Public Works.

the U.S. General Services Administration, Federal Supply Services.  
A copy of the report to G.S.A. is maintained in this file.

RECOMMENDATION: RETAIN WHILE MANUFACTURER IS IN BUSINESS AND FOR  
THREE YEARS THEREAFTER, THEN DESTROY.

6. MANUFACTURERS' RECORD

Size: 5" x 8"

Quantity: 3 drawers

Dates: 1914

File Arrangement: Alphabetical, by name of manufacturer

Annual Accumulation: 1 linear inch

Indexed: By Registry Number

This form shows manufacturer's name, address, and registry number.  
Also shown are the number of bedding stamps issued to the manufacturer during the year and the total number for the year. The card is ruled for thirty-eight year's entries.

The index, arranged by registry number, shows, besides the manufacturer's name and address, results of laboratory tests made on any products and any orders issued by the Division correcting a process not conforming to Health Department regulations.

RECOMMENDATION: RETAIN WHILE MANUFACTURER IS IN BUSINESS AND FOR  
FIVE YEARS THEREAFTER, THEN DESTROY.

11-22-55  
OK  
JTB

NOV 13 1955

*[Signature]*

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